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Denise Juneau
Superintendent

TO: Big Sky Pathway Initiative Participants

FROM: T. J. Eyer, Division Administrator, Career and Technical Education Division

DATE: December 15, 2010

SUBJECT: Guidance for the 2nd Big Sky Pathways Initiative Development Meeting

Dear Colleagues

In order to maximize the time during the Second Big Sky Pathways Initiative Development Meeting, the Career and Technical Education Division would like to provide the following guidance to those Secondary Educators who will be participating.

Items required for the meeting:

- A completed Big Sky Pathway Proposal with all academic, CTE, elective courses, articulated courses, Dual Credit courses, and CTSO opportunities listed, as well as at least two years of Postsecondary program of study listed. Proposal templates can be downloaded from the OPI website, http://opi.mt.gov/programs/CTAE/CTE.html#gpm1_3.
- A Request for Approval with Assurances form for each desired Pathway with all the secondary-level information and requirements completed; including signatures from the High School Principal or Superintendent and Advisory Committee Member.
- All your listed courses uploaded into Montana Career Information System (MCIS) or bring an electronic file with the courses in the required formatting to upload at the meeting. For guidance in formatting and/or uploading your school's courses, please refer to the three files on the OPI website at http://www.opi.mt.gov/Pdf/CTE/BSP_LoadingCourses_MCIS.pdf, http://www.opi.mt.gov/Pdf/CTE/BSP_TipsUploadingCourses_MCIS.pdf, and http://www.opi.mt.gov/pdf/CTE/BSP_CourseTemplate.xls.

Please attend the Second Big Sky Pathways Initiative Development Meeting with your originally selected Postsecondary partner. The schedule for the second round of meetings is attached to this letter. Further information and details for the second meeting will be sent to your school from your selected Postsecondary partner.

Thank you for your time and effort in this process. If you have any questions regarding the Second Big Sky Pathways Initiative Development Meeting please contact your specific OPI Specialist.